



COMDTINST 6260.21B

22 OCT 1993

COMMANDANT INSTRUCTION 6260.21B

Subj: HAZARD COMMUNICATION FOR WORKPLACE MATERIALS

Ref: (a) U.S. Department of Labor, Occupational Safety and Health Administration, Hazard Communication Standard (29 CFR 1910.1200)
(b) American Conference of Governmental Industrial Hygienists, Threshold Limit Values for Chemical Substances and Physical Agents and Biological Exposure Indices

1. PURPOSE. This instruction reinforces, consolidates, and updates the requirements for the collection and communication of workplace hazardous materials information. These requirements apply to all Coast Guard units.
2. ACTION. Area and district commanders; commanders, maintenance and logistics commands, commanding officers of Headquarters units; Commander, Coast Guard Activities Europe; and chiefs of offices and special staff divisions at Headquarters shall ensure compliance with the provisions of this instruction.
3. DIRECTIVES AFFECTED. COMDTINST 6260.21A is canceled.
4. BACKGROUND.
 - a. Nationwide, there is concern among employees to know which hazardous materials are present in their workplace, and what methods are being taken to protect them from unhealthful chemical exposures. To address this concern, the Occupational Safety and Health Administration (OSHA) issued the Hazard Communication

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instruction, hazardous materials also do not include ammunition, weapons, explosives, explosive actuated devices, propellants, pyrotechnics, pharmaceutical supplies or radioactive materials.

6. REQUIREMENTS.

- a. Hazardous Materials Coordinator. Coast Guard units which have personnel who use or may be exposed to hazardous materials or their by-products in the workplace shall appoint in writing a hazardous materials coordinator who shall develop a hazard communication program. The hazardous materials coordinator shall have functional responsibility for the hazard communication program.
- b. Program Elements. The hazard communication program shall contain the following program elements:
 - (1) Material Safety Data Sheets (MSDSs). A MSDS must be obtained for each hazardous material in the workplace. Enclosure (1) contains a sample MSDS and enclosure (2) contains the general categories of materials or by-products to which Coast Guard personnel may be exposed and which are considered hazardous. MSDSs are the primary means for communicating the hazards of workplace materials and must be accessible to personnel in their workplace. The DOD Hazardous Materials Information System (HMIS), which currently contains over 60,000 MSDSs, shall be the primary source for obtaining this information. Units not having access to the DOD HMIS on local computer hardware shall contact their respective MLC (k) to obtain a HMIS MSDS. For products not available in the DOD HMIS, a MSDS must be obtained directly from the manufacturer or supplier of the material. The format of the MSDS may vary. As a minimum, a MSDS shall provide information regarding the hazards presented, protective measures to be taken and emergency first aid procedures to be followed for a hazardous material. Chemical Hazard Response Information System (CHRIS), Volume II (COMDTINST M16465.12(series)) data sheets are acceptable for meeting the hazard communication requirements of marine safety units.
 - (2) Hazardous Materials Inventory List. Each unit shall develop a hazardous materials inventory list. As a minimum, this list must include Coast Guard unit name, product name, manufacturer's name and address, FSN/NSN, and use location for all hazardous materials in the workplace. For units engaged in marine safety activities, include all bulk chemicals or materials routinely or most frequently encountered in your zone

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coordinators provides recipients with the skills necessary to carry out the duties of a unit hazardous materials coordinator. This training is conducted on a periodic basis, and is announced by Commandant notice.

- b. Each employee shall receive information and training on the elements of the hazard communication program. Personnel shall receive this training when first reporting to or being hired at a unit, whenever there is a change in duties which will involve new hazards and whenever new hazards become associated with the same duty. Refresher training shall be provided annually. As a minimum, this information and training will cover:

- (1) An overview of the elements of the Coast Guard hazard communication program;
- (2) The location of the written program, hazardous materials inventory list and MSDSs;
- (3) Contents of MSDS with emphasis on:
 - (a) work operations where material is used;
 - (b) hazards presented;
 - (c) safe work practices required;
 - (d) protective measures to be taken;
 - (e) emergency first aid procedures to be followed;
and
 - (f) interpretation of hazardous material labels.

- c. The Federal Hazard Communication Training Program (DOD INST 6050.5-G-1) may be used to provide unit hazard communication training. This multi-media presentation, as well as additional guidance in developing a unit program, can be obtained from MLC (k).

- d. Training, including an overview of subjects covered, shall be documented in the unit training records and in individual USCG Training Records.

8. Implementation.

a. Marine Safety Commands.

- (1) Hazard communication requirements apply to all marine safety units. Implementation requires a slightly different approach to avoid unnecessary work load and to focus on high risk activities. Units shall identify specific high hazard/high risk materials routinely

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- (3) Provide requested assistance to commands with the approval of hazardous material small purchases.
- b. Units attached to a Group. Group commanders shall designate in writing a hazardous materials coordinator who will assist subordinate units within the group in the development and implementation of a hazard communication program that meets the program element requirements of this instruction. Groups and support centers shall be responsible for providing assistance to local vessels. This assistance shall include helping to obtain Material Safety Data Sheets, helping to develop consistent vessel hazardous communications programs, and coordinating local training where such coordination would reduce the number of individual training sessions.
- c. Other Units. Unit commanding officers, including reserve units whose personnel use or may be exposed to hazardous materials or their by-products in the workplace, shall designate in writing a hazardous materials coordinator and ensure that a hazard communication program meeting the program element requirements of this instruction is implemented.
- d. District Industrial Hygienists, as duties permit, shall:
- (1) assist units in developing a written hazard communication plan, and
 - (2) assist units in providing the initial and annual refresher hazard communication training to each employee.



ALAN M. STEINMAN
Chief, Office of Health and Safety

- Encl: (1) Sample DOD HMIS Material Safety Data Sheet
(2) General Categories of Hazardous Materials and By-products Found at Coast Guard Units
(3) Sample Written Hazard Communication Program
(4) List of Bulk Chemicals Considered to be Highly Toxic

Enclosure (1) to COMDTINST 6260.21B

DOD Hazardous Materials Information System

DOD 6050.5-L

AS OF 30 SEP 91

For U.S. Government Use Only

FSC: 6810

NIIN: 002815272

Manufacturer's CAGE: 1B464

Part No. Indicator: A

Part Number/Trade Name: BENZENE

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General Information
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Item Name: BENZENE, TECHNICAL

Manufacturer's Name: FISHER SCIENTIFIC CO; CHEMICAL MFG DIV

Manufacturer's Street: 1-REAGENT LANE

Manufacturer's P.O. Box: N/K

Manufacturer's City: FAIR LAWN

Manufacturer's State: NJ

Manufacturer's Country: U.S.

Manufacturer's Zip Code: 07410-2802

Manufacturer's Emerg Ph #: 201-796-7100

Manufacturer's Info Ph #: 201-796-7100

Distributor/Vendor # 1: N/R

Distributor/Vendor # 1 Cage:

Distributor/Vendor # 2:

Distributor/Vendor # 2 Cage:

Distributor/Vendor # 3:

Distributor/Vendor # 3 Cage:

Distributor/Vendor # 4:

Distributor/Vendor # 4 Cage:

Safety Data Action Code:

Safety Focal Point: D

Record No. For Safety Entry: 001

Tot Safety Entries This Stk#: 004

Status: SM

Date MSDS Prepared: 01JUL88

Safety Data Review Date: 23FEB89

Supply Item Manager: CX

MSDS Preparer's Name: N/K

Preparer's Company:

Preparer's St. Or P. O. Box:

Preparer's City:

Preparer's State:

Preparer's Zip Code:

Other MSDS Number:

MSDS Serial Number: BDTBB

Specification Number: VV-B-231

Spec Type, Grade, Class: GRADE

Percent Volatiles By Volume: 100.0
Viscosity:
pH:
Radioactivity:
Form (Radioactive Matl):
Magnetism (Milligauss):
Corrosion Rate (IPY):
Autoignition Temperature: 928F

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Fire and Explosion Hazard Data

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Flash Point: 12F/-11C
Flash Point Method: C.C
Lower Explosive Limit: 1.3
Upper Explosive Limit: 7.9
Extinguishing Media: DRY CHEMICAL, CO2, HALON, FOAM.
Special Fire Fighting Proc: USE NIOSH/MSHA APPROVED SCBA IN AN
ENCLOSED AREA WITH FULL PROTECTION.
Unusual Fire And Expl. Hazrd.s: AVOID TOXIC VAPORS (SUSPECTED
HUMAN CARCINOGEN)

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Reactivity Data

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Stability: YES
Conditions To Avoid (Stability): HEAT, SPARKS AND OPEN FLAMES.
Materials To Avoid: OXIDIZERS, ACIDS, PEROXIDES, CHLORINE, OTHER
HALOGENS, METALS.
Hazardous Decomp Products: TOXIC OXIDES OF CARBONS.
Hazardous Poly Occur:
Conditions To Avoid (Poly):

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Health Hazard Data

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LD50-LC50 Mixture: ORAL RAT: 4700MG/KG
Route Of Entry - Inhalation: YES
Route Of Entry - Skin: YES
Route Of Entry - Ingestion: YES
Health Hazards Acute And Chronic: ACUTE: IRRITATION OF EYES, SKIN
AND
RESPIRATORY TRACT, BURNING SENSATION OF EYES, PULMONARY
EDEMA, CNS EFFECTS, HEADACHE, NAUSEA, VOMITING, DROWSINESS,
WEAKNESS, BLURRED VISION. CHRONIC: DERMATITIS, DRYING OF
SKIN, CNS EFFECTS, HEMATOPOIETIC AND IMMUNE SYSTEMS, ANEMIA
WHICH MAY BE HOMOCHROMIC.
Carcinogenity - NTP: YES
Carcinogenity - IARC: YES
Carcinogenity - OSHA: YES

GENERAL CATEGORIES OF HAZARDOUS MATERIALS
AND BY-PRODUCTS FOUND IN THE COAST GUARD

1. Hazardous Materials.

<u>General Category</u>	<u>Federal Supply Class</u>
Acids	6810
Adhesives (glues)	8040
Chemicals	6810, 6850
Cleaners, Degreasers (water/solvent based)	6810, 6850, 7930
Coatings (paints, varnishes, etc.)	8010
Coating Removers	8010
Coating Thinners	8010
Fluxes	3439
Fuels	9130
Lubricants (oils, greases)	9150
Pesticides (herbicides, insecticides)	6840
Preservatives, Sealing Compounds	8030
PCBs	6120, 5910

For personnel engaged in marine safety activities, also include chemicals and materials listed in the CHRIS manual (COMDTINST M16465.12(series)).

2. Hazardous By-products.

<u>By-product</u>	<u>Type of Operation</u>
Crystalline free silica dust Zinc, cadmium, or lead fume	Blasting with beach sand, torch cutting coated metals
Ozone	Welding or torch cutting aluminum
Nickel or chromium fume	Welding or torch cutting stainless steel
Hydrogen chloride gas	Smoking when working with chlorinated solvents
Nitrogen dioxide gas	Oxy-acetylene torch cutting
Asbestos dust	Insulation removal

HAZARD COMMUNICATION FOR WORKPLACE MATERIALS

SAMPLE WRITTEN PROGRAM

The following written hazard communication program has been established for:

(UNIT NAME)

to comply with the requirements of Federal law (29 CFR 1910.1200) and Commandant Policy (COMDTINST 6260.21A)

The commanding officer has the primary responsibility for the unit hazard communication program. Functional responsibility has been delegated to:

(PERSON OR POSITION)

who has been designated as the Unit Hazardous Materials Coordinator.

The written program is available at the following location for review by personnel, their designated representatives, and, upon request by the Occupational Safety and Health Administration and National Institute for Occupational Safety and Health:

(LOCATION)

1. Inventory List of Chemicals.

Attached to this written program is a list of all known hazardous material to which the personnel of this unit may be exposed in the performance of their work activities. More detailed information on each listed hazardous material can be obtained by reviewing its Material Safety Data Sheet (MSDS). The inventory list is located at:

(LOCATION)

2. Container Labeling.

All containers received for use must be checked for appropriate label or tags providing the following information:

- a. Name of the material as given on the MSDS;
- b. Warning of principal hazard(s), (e.g., health, fire, reactivity, etc.);

5. Non-routine Tasks.

The performance of non-routine tasks is included in the scope of the hazard communication program. The potential for exposure to hazardous materials must be anticipated prior to beginning work on such projects. The unit official who has supervisory authority for the non-routine task is responsible for ensuring employees receive appropriate hazard information.

6. On-site Contractors.

The unit hazardous materials coordinator will provide MSDS information to contractors whose employees perform work activities within unit facilities if hazardous materials are provided by the Coast Guard. Information provided by the unit must be sufficient to enable the contractors to satisfy their hazard communication responsibilities.

(ATTACH HAZARDOUS MATERIALS INVENTORY LIST HERE)

LIST OF HIGHLY TOXIC MATERIALS

<u>CHEMICAL NAME</u>	<u>CHRIS CODE</u>	<u>CFR</u>	<u>TLV-TWA PPM</u>	<u>STEL PPM</u>	<u>IDLH PPM</u>
Acrylonitrile	ACN	0	2	--	4000
Benzene	BNZ	0	10	25	2000
Benzene, Toluene, Xylene Mixture	BTX	0	10	25	2000
Butadiene (1,3 Butadiene)	BDI	--	10	15	20000
Butadiene, Butylene mix with Acetylenes	BBM	0	10	15	20000
Chloroform	CRF	0	10	50	1000
Ethylene Dibromide	EDB	0	--	--	400
Ethylene Oxide	EOX	0	1	--	800
Formaldehyde Solution	FMS	0	1	2	100
O-Toluidine	TLI	0	2	--	100
Vinyl Chloride	VCM	0	5	--	500

